VESSEL ENVIRONMENTAL CHECKLIST

The following checklist is to provide vessel commands an evaluation tool to perform an self-environmental compliance audit. The checklist will review operating procedures, practices, and training. The OMAO Environmental Compliance Audit Team will use this checklist in conjunction with the Ship Environmental Compliance Protocol (SECP) conducting OMAO Ship Environmental Compliance Audits.

Indicate the answer to each of the questions below by an X. If a question is not applicable to the command, put NA in the YES block. Explain or describe the conditions warranting any NO answer in the space at the end of the checklist or on additional sheets, if necessary. An underlined question does not apply to all ships, but only to the category indicated.

GENERAL	**YES**	**NO**
1. Does the ship conduct operations, in port and at sea in such a manner as to minimize or eliminate any adverse impact on the environment?	9	9
2. Has the ship accomplished a self evaluation of environmental compliance procedures, practices, and training on an annual basis?	9	9
3. Was the vessel Environmental Checklist used to assist in the performance of this evaluation?	9	9
4. Do all hands receive environmental training upon reporting aboard?	9	9
5. Does all hands environmental training include: a. OMAO's commitment to environmental protection?	9	9
b. The vessel's environmental program, including pollution prevention, solid waste handling and minimization, plastics management, recycling, air pollution (including ozone depleting substances (ODSs) and oil and hazardous substance spill response?	9	9
c. The crew's responsibility with regard to this program? Environmental Compliance & Guidance Manual (ECGM) Sec 4.0	9	9
6. When operating in foreign territorial waters or when visiting foreign ports, does the ship abide by environmental provisions contained in port visit clearances?	9	9

	YES	NO
7. When port visits clearances either did not exist or did not provide sufficient guidance, did the ship attempt to abide by the corresponding requirement for U.S. navigable waters or ports? If compliance with corresponding U.S. requirements was determined to not be feasible due to lack of offload facilities, environmental services or some other cause, did the ship operate in a manner consistent with the environmental practices of host nations ships?	9	9
8. Is the ship operated and maintained to conform to applicable international, Federal, state and local environmental regulations? a. Air pollution emission regulations b. Water pollution regulations c. Hazardous waste management	9	9
9. If there are any conditions or system/equipment malfunctions that could result in unlawful pollutants, discharges, or emissions been reported to the Marine Center Environmental Compliance Officer, Operations Officer or Marine Engineering?	9	9
PROGRAM COMPLIANCE AND EFFECTIVENESS		
10. Does the ship comply with the guidelines, standards and procedures of Environmental Compliance & Guidance Manual, Safety Standards for Ships of the NOAA Fleet (SSSNF), and NOAA Fleet Medical Policy Manual?	9	9
11. Has the Commanding Officer/Master designated Environmental Compliance Officer for the vessel?	9	9
12. Has a memo designating the ECO been put into their file and a copy forwarded to OMAO Headquarters and MOC Environmental Compliance Officer according to Environmental Compliance & Guidance Manual?	9	9
13. Does the ship have an updated Waste Management Plan according to ENV 2 and Safety Standards for Ships of the NOAA Fleet?	9	9
14. Has the ship submitted any project prospectus for environmental projects and equipment replacement to the MOC ECO?	9	9
15. Does the ship prohibit used/excess hazardous materials being collected from other ships or hazardous waste from shore facilities being transported to sea for the purpose of improper disposal?	9	9

	YES	NO
AIR POLLUTION CONTROL		
16. Are personnel whose watch duties or work practices may result in air pollution (for example, ship engineers and deck personnel) trained on minimizing air pollution? SECP Sec. 1 A.3 through A. 7	9	9
17. While inport has the ship implemented operation and maintenance procedures to prevent stack emissions in violation of state or local regulations? SECP Sec. 1 A3	9	9
18. While inport, has the ship minimized operation of boilers and diesel engines by using shore "hotel" services whenever services are available? BMP	9	9
19. Are personnel whose task assignments may result in air pollution (for example, topside painters or users of volatile solvents) trained on the proper use of the material to minimize the release of pollutants? SECP Sec. 1 A.3	9	9
20. Have engineering personnel who perform maintenance on air conditioning and refrigeration equipment received EPA certification on handling, recovery and recycling ozone depleting substances (ODSs) and training on ODS regulations and spent/recyclable ODS labeling? SECP Sec. 1 A.6	9	9
21. Are personnel who work with other ODSs (e.g., halons and solvents) or perform maintenance on equipment containing such substances trained on methods to prevent release? SECP Sec. 1 A.6	9	9
22. For ships with AC&R systems with an installed refrigerant charge of more than 50 pounds that contain ODSs such as CFC-11, CFC-12, or CFC-114 or ODS substitute material such as HFC-134a or HFC-236fa: a. Maintain a maximum annual leakage rage of not more than 15 percent of total installed refrigerant charge of air conditioning equipment? CAA Title VI Section 608 EPA, SECP Sec. 1 A.4	9	9
b. Maintain a maximum annual leakage rate of not more than 35 percent of total installed refrigerant charge of ship stores and cargo refrigeration? CAA Title VI Section 608 EPA, SECP Sec. 1 A.4	9	9
23. Are ODSs recovered prior to maintenance on air conditioning and refrigeration systems and fire protection systems? SECP Sec. 1 A.7	9	9

	YES	NO
24. Do personnel who perform maintenance on AC&R systems keep records of maintenance actions, names of technicians performing work, pounds of refrigerant removed and pounds of refrigerant added and retain them for 3 years? SECP Sec. 1 A.6	9	9
25. Are ship's force restricted from performing asbestos removals when not required, except for emergency repairs? Env 3 SEC 9	9	9
26. Are only properly trained personnel equipped with appropriate personal protective equipment permitted to perform shipboard emergency repairs on thermal insulation containing asbestos? SECP Sec. 1 A.14	9	9
27. Is asbestos material removed during shipboard repair actions performed by ship's force properly containerized and disposed of without release of asbestos fibers into the environment? SECP Sec. 1 A.10	9	9
28. In Preparation for disposal ashore, has asbestos materials been adequately wetted prior to double bagging in heavy duty (6 mil bags thickness) plastic bags and properly labeled with standard asbestos danger labeled? SECP Sec. 1 A.10	9	9
29. Are only marine paints that meet VOC content standards of local air quality standards used? SECP Sec. 1 A	9	9
WATER POLLUTION CONTROL		
30. Are personnel who operate or maintain sewage and graywater disposal or transfer equipment trained on the proper procedures for sewage or graywater disposal, including hookup and transfer of sewage or graywater to shore facilities and at sea discharge restrictions? SECP Sec. 2 WP.4 through WP.5	9	9
31. Does the ship have a Marine Sanitation Device (MSD) of the type appropriate to its status and year of construction? Is the MSD certified USCG, and is it operable? SECP Sec. 2 WP.4	9	9
32. Does the ship observe the following procedures: a. Does the ship operate and maintain the installed MSD to prevent the overboard discharge of untreated or inadequately treated sewage, or any waste derived from sewage (e.g., sludge), within 0-3 nm of the U.S. shore? SECP Sec. 2 WP. 4	9	9

	YES	NO
b. In zero discharge areas, does the ship collect graywater in the installed MSDs or graywater collection systems (if so fitted), and pump the waste ashore? SECP Sec. 2 WP.3	9	9
c. If the ship operates in zero discharge areas, does it refrain from discharging treated or untreated sewage? SECP Sec. 2 WP.2	9	9
d. Are used solvents or other industrial wastes prohibited from being discharged to MSDs or graywater collection systems or dumped down sinks or deck drains? SECP Sec. 2 WP.6	9	9
33. When visiting ports, does the ship request sewage reception facilities in LOGREQs or other pertinent documentation? When in port, does the ship divert food service garbage grinders to discharge ashore into the sanitary system? If not is food waste collected for shore disposal or for disposal when 3/12 nm of nearest land? SECP Sec. 2 WP.3	9	9
34. Are ballast water management practices used to prevent the transport of non-indigenous species in ballast tanks from areas where ballast is loaded to ports where ballast is discharged? Are records maintained to document these practices? SECP Sec. 2 WP.9	9	9
35. Does the ship collect the debris, dust and residual materials from paint removal operations to the maximum extent feasible, and properly dispose of these material ashore? SECP Sec. 2 WP.6	9	9
36. Are periodic inspections (at least quarterly) conducted to maintain sanitary and hygienic conditions of MSD systems and operational practices? SECP Sec. 2 WP.	9	9
NON-HAZARDOUS WASTE MANAGEMENT		
37. If any solid waste equipment is inoperable, has a CASREP been submitted to MOC?	9	9
38. Are personnel responsible for handling ship's garbage trained on the discharge restrictions applicable to the waste? SECP Sec. 3 SW.4	9	9
39. Are personnel responsible for the supervision and approval of overboard disposal of solid waste trained on the requirements for this waste category? SECP Sec. 3 SW.7	9	9
40. Are ship watch officers responsible for authorizing overboard disposal of shipboard wastes trained on prohibited zones for discharge as part of their watch qualification? SECP Sec. 3 SW. 9	9	9

	YES	NO
41. Does the ship minimize the volume of plastic material taken to sea that may become waste while at sea?	9	9
42. Does the ship retain plastics onboard for shore disposal?	9	9
43. Is the disposal of garbage properly recorded in the ship's garbage log and noted in ship's deck log? Does the garbage log entry include the date, time, and location of discharge, approximate weight and cubic volume of the discharge, and nature of material discharged? SECP Sec. 3 SW.9	9	9
44. Does the ship prohibit any surplus material being taken on in port for the purpose of dumping it at sea? Ocean Dumping Act (ODA)	9	9
45. Is surplus materials which reasonably and safety could be stored onboard, such as damaged equipment or office equipment retained for disposal ashore? Best Management Practice(BMP)	9	9
46. Does the ship comply with USDA regulations pertaining to the entry by ships of any foreign source garbage into the U.S., its territories, and possessions?	9	9
47. Is all produce returning from foreign ports disposed of at sea beyond 25 nm from shore? If not disposed of beyond 25 nm of shore, is such produce segregated as food wastes and dry materials (packaging, etc.) for special disposal ashore using USDA approved methods?	9	9
48. Are personnel responsible for processing and disposing of shipboard medical waste trained to ensure such actions comply with the requirements governing this waste? 29 CFR 1910.1030 & NOAA Medical Policy Manual	9	9
49. Does the ship have procedures to ensure that no medical materials are disposed of in a manner that would pose a risk or perception of a risk to the public health and welfare of to the marine environment?	9	9
50. Is medical waste sterilized, suitable packaged, and stored for disposal ashore?	9	9
51. Has overboard discharge of infectious medical waste been limited to situations in which retention of potentially infectious wastes could have endangered the health and safety of the personnel onboard?	9	9
52. Are all sharps retained onboard for proper disposal ashore?	9	9

	YES	NO
53. Have administrative records been maintained? For instance, of overboard discharge of medical wastes?	9	9
WASTE CONTAINING HAZMAT		
54. Is there a designated Environmental Compliance Officer who is trained and knowledgeable? SECP Sec. 4 HW.4	9	9
55. Are solvents, paints, fuels, lubricants and chemicals prohibited in Env 2 Pollution Prevention not ordered or used? ECGM	9	9
56. Does the ship properly dispose of oil-contaminated solid waste? SECP Sec. 4 HW.13	9	9
57. Is lube oil collected, separately stored, and labeled for eventual shore reclamation?	9	9
58. Does the ECO reconcile all Hazardous Waste (HW) left on the pier prior to the ship leaving port? ECGM	9	9
59. Does the ship have procedures to report to MOC any conditions or system/equipment malfunctions that would necessitate Hazardous Materials/HW discharge into waters in which discharge is restricted?	9	9
60. Are procedures in place to ensure that HM are completely used up, retained onboard for future use, or transferred for use and/or disposal ashore? Env 2	9	9
61. Is ECGM section 2.1 pertaining to ship-to-shore transfers and ship to ship transfers of excess HM or HW followed? ECGM	9	9
62. Prior to transfer ashore, is HW properly segregated, containerized and labeled according to ECGM.	9	9
63. Are containers of HW filled normally with one type of HW?	9	9
64. If containers of HW are unknown, do containers labels so state?	9	9
65. When visiting ports, does the ship request and is HW picked up by the cognizant shore activity representative?	9	9
66. Is person to person contact required and does it actually take place to ensure proper transfer of HW to the shore activity?	9	9

	YES	NO
67. Does the vessel maintain a uniformed manifest or hazardous waste identification form that provides a record of the transfer of HW for at least 5 years?	9	9
68. Does the vessel have an Federal or state identification number for hazardous waste or oil by products shipped off? (Required in some states)	9	9
69. Are non-compliant paints removed from shipboard stores as excess HM as soon as possible?	9	9
SPILL CONTROL AND RESPONSE		
70. Does the ship maintain an Oil Record Book in accordance with USCG requirements? Are engineering logs and equipment history records used to record OWS and related system equipment failures and malfunctions?	9	9
71. Does the ship have an SOPEP? SECP Sec. 5 S.	9	9
72. Has at least one Oily/Hazardous Substance spill response drill been held annually? SECP Sec. 5 S.12	9	9
73. Does the ship have pre-formatted, correctly addressed messages, modeled from Shipboard Oil Pollution Emergency Plan (SOPEP)? SECP Sec. 5 S.5, Sec. 7 HM.8	9	9
74. Is immediate action taken to contain, control and mitigate any spills that may have occurred as a result of shipboard operations? SECP Sec. 8 S.11	9	9
75. Has the ship trained in-port watchstanders and command duty officers on in port OHS spill response procedures, the ship's SOPEP, and local notification requirements prior to assignment? SECP Sec. 5 S.12	9	9
76. Are personnel who operate or maintain waste oil and oily waste holding, processing, disposal, or transfer equipment trained on the proper procedures for oily waste disposal, including hookup and transfer of waste oil and oily waste to shore facilities and at sea discharge restrictions? SECT Sec.5 S.5	9	9
a. Have personnel assigned to supervise, oily waste processing and disposal operations been properly trained in the operation of the equipment? SECT Sec.5 S.5	9	9

	YES	NO
77. Is installed Oil/Water Separator (OWS) and Oil Content Monitor (OCM) fully operable and routinely used? Is oil pollution abatement equipment certified? SECP Sec. 5 S.4, S.5	9	9
78. For a ship equipped with OWS and OCM, are bilgewater discharges limited to 15 ppm oil worldwide? If operating conditions prevent achieving less than 15 ppm, does the ship limit discharges to less than 100 ppm and only when beyond 12 nm from the nearest land? SECP Sec. 5 S.4	9	9
79. For a ship equipped without OWS but with an Oily Waste Holding Tank (OWHT): a. To the maximum extent possible, without endangering the ship or impairing its operations or operational effectiveness, is all oily bilge water directed to the OWHT for shore disposal? SECP Sec. 5 S.5	9	9
b. Is only the bottom, water phase pumped overboard, ensuring that the upper, oily phase is not pumped, except to a shore collection facility? SECP Sec. 5 S.5	9	9
c. Are such discharges of oily bilge water made only while the ship is underway? SECP Sec. 5 S.5	9	9
90. Is oil contamination of bilge water minimized?	9	9
91. While in port, does the ship dispose of bilge water only by pumping to a shore reception facility, using its installed OWS, or pumping to a tanker truck? SECP Sec. 5 S.5	9	9
92. Is waste/used oil disposed of in port and not at sea; collecting and storing it separately for eventual shore reclamation, keeping hydraulic and synthetic oils separate from other lubricants? SECP Sec. 5 S.4	9	9
93. For ships equipped with incinerators and or rag washers: a. When using the rag washer, is the effluent directed to the waste oil tank?	9	9
94. Does the ship possess Oil Spill Containment and Cleanup Kits for overboard oil and hazardous substance spill response? SECP Sec. 5 S.13	9	9
95. Does the ship possess Hazardous Material Spill Response Kits for spills that occur on board the ship? SECP Sec. 5 S.13	9	9

	YES	NO
96. Are the commanding officer and command duty officers familiar with oil and hazardous spill cleanup and reporting requirements? SECP Sec. 5 S.14	9	9
97. Do command duty officers know how to contact the National Response Center and Coast Guard? SECP Sec. 5 S.14	9	9
98. If there are any conditions or system/equipment malfunctions that could necessitate oily waste, HM or solid waste discharge into waters in which discharge is restricted, are they reported to the MOC? SECP Sec. 5 S.14	9	9
99. Are the date, time of occurrence, ship location at the beginning and end of the incident, substance discharged, quantity discharged and the cause of the discharge for any oily waste discharge that causes a sheen recorded in the engineering log or equivalent oil record book? SECP Sec. 5 S.7, S.14	9	9
100. Is one or more shipboard action officers designated to be responsible for shipboard spill/release contingencies planning and response? SECP Sec. 5 S.9	9	9
101. Are personnel aware of and do they understand the SOPEP? SECP Sec. 5 S.12	9	9
102. Are bilge cleaners or chemical agents that promote chemical emulsion (e.g., detergents and surfactants) prohibited to enable OWSs to perform more effectively? (Short-lived detergents are recommended for bilge cleaning.)	9	9
103. Does the ship conduct fuel operations in port or restricted waters during daylight hours only, with trained personnel, using topside watches in communication with pumping stations, using check-off lists, continuously monitoring each tank level while filling it, and conduct fueling operations only after informing either the commanding officer, command duty officer or officer of the deck? SECP Sec. 5 S.9	9	9
104. Prior to actual fuel transfer, do personnel inform the responsible ship's officer (commanding officer/master, command duty officer) and the fuel supplier that the ship is ready to commence fueling operations?	9	9
105. During fueling/defueling, are check-off lists and procedures established for valve alignment and transfer operations? (All transfer system valves shall be double-checked.)	9	9
106. Are containers (such as drums, cans, etc.) in which oil products were originally packaged retained and properly labeled for storing and transferring oil shore?	9	9

	YES	NO
MANAGEMENT OF ENVIRONMENTAL IMPACTS		
107. Is the use of powered tools, machinery, outboard loudspeakers, or any other devices that emit excessive noise, either directly or indirectly through radiation, restricted to normal daylight working hours to the maximum possible extent? SECP Sec. 6 Imp.4	9	9
108. Is the protection of marine mammals taken into consideration during its operations and planning?	9	9
109. Does the ship avoid deliberately harassing marine mammals and consider marine mammal protection during ship operations and planning? SECP Sec. 6 Imp.5	9	9
HAZARDOUS MATERIALS MANAGEMENT		
Are hazardous materials inventoried semi-annual and stored, and properly segregated? SECP Sec. 7 HM.5	9	9
110. Are paint lockers labeled with placards stating, "Thinning of marine coatings/paints is prohibited." BMP & SECP Sec. 1 A	9	9
111. Are only approved solvents, paints, fuels, lubricants, and chemicals used aboard ship? A list of materials prohibited on ships is included in ECGM Appendix G Pollution Prevention. SECP Sec. 7 HM6	9	9
112. Does vessel maintain MSDS for each hazardous material stored on the vessel? SECP Sec. 7 HM.7	9	9
113. Does hazardous materials have proper labels, tagged or marked with specific information on original containers or secondary containers? SECP Sec. 7 HM.8	9	9
114. Are personnel who handle, store and dispose of hazardous materials trained per ECGM? SECP Sec. 7 HM.10 & HM 11	9	9
115. Does the vessel have a laboratory used by visiting scientific users? If so, is there a chemical hygiene plan? SECP Sec. 7 HM.12	9	9
116. Does the visiting scientific parties follow ECGM by providing an chemical inventory, spill response materials, MSDS, and promptly remove all hazardous materials once the project/cruise is completed? SECP Sec. 7 HM.14 & HM 15	9	9

	YES	NO
117. Are the following paint work practices observed: (a) paint spills are minimized, (b) only intact and lead free paint containers are stored, and (c) paint containers are stored when not in use? SECP Sec. 7 HM.25	9	9
118. Is used and excess HM offloaded, to the maximum extent feasible, to a NOAA or other public facility prior to entering a private shipyard for an availability? Does the ship also offload HM not anticipated for use by ship's force during the availability before entering the private shipyard? BMP	9	9
DRINKING WATER MANAGEMENT		
119. Are appropriate health and sanitation precautions pertaining to the proper use and storage of potable water hoses posted as required by Safety Standards for Ships of the NOAA Fleet? SECP Sec.8	9	9
PCB MANAGEMENT		
120. Has an inventory of PCB equipment been accomplished? SECP Sec.9 PCB 4	9	9
131. Is PCB containing equipment labeled with appropriate label? SECP Sec.9 PCB 4	9	9
132. Does the ship have written Standard Operating Procedures for management of PCB's? SECP Sec.9 PCB 5	9	9
133. Are records maintained of PCB's cleanups and retained for 6 years? SECP Sec.9 PCB 5	9	9
134. Does the ship test oils to determine if less 50 ppm of PCB's are present and records are retained for 6 years? SECP Sec.9 PCB 6	9	9
135. Does the ship retain PCB capacitors, flourescent ballast, electrical cable, Felt gaskets and etc. for shore disposal? SECP Sec.9 PCB 8 & 9	9	9
136. Are the hazard assessments followed for all activities associated with PCBs, PCB-containing materials or systems potentially contaminated with PCBs (e.g., ventilation systems that employ PCB-containing felt gaskets or electrical cable)? SECP Sec.9 PCB 9	9	9
PESTICIDES MANAGEMENT		
137. Does the vessel purchase pesticides and are they EPA registered? SECP Sec. 10 PM 4	9	9

	YES	NO
138. Are personnel trained in the application of pesticides? SECP Sec. 10 PM 5	9	9
139. Are contractors used to apply pesticides? If so, does the contractor provide cerification to the vessel that they are state certified? SECP Sec. 10 PM 6	9	9
140. Are records retained after applications for a minimum of three years? SECP Sec. 10 PM 11	9	9
141. Are pesticides store properly and all empty containers returned for shore disposal? SECP Sec. 10 PM 12 and 13	9	9
ENVIRONMENTAL RADIATION MANAGEMENT		
142. Has the vessel carried Radioactive Materials(RAM) aboard the vessel? SECP Sec. 11 ER 4	9	9
143. Are records maintained onboard for the use of RAM? a. Proper storage and use of RAM? b. Proper Signage c. RAM was removed from vessel and not discharge overboard? d. Pre and Post RAM survey results are provided to the vessel? e. Proper training was provided to all crew members? SECP Sec. 11 ER 5	9	9
144 Access to high frequence areas was restricted and proper signage was displayed? SECP Sec. 11 ER 17, 18	9	9
145. Are Radioactive Materials being managed in accordance with the requirements of ENV7 Radioactive Materials Rev1?	9	9